

SECTION 10.05 SAMPLE LETTER OF UNAUTHORIZED THREE-DAY ABSENCE
Last Update: 2/13

Date

Employee's Name
Address
City, State, Zip Code

Dear *(insert employee's name)*:

This letter is to inform you that as of *(insert date)* you have been absent from work without authorization for a period of three consecutive workdays.

According to Iowa Department of Administrative Services – Human Resources Enterprise rules, employees who are absent from duty for three consecutive workdays without authorization from the appointing authority are considered to have voluntarily terminated their employment.

Your name has been removed from payroll. If you feel there are extenuating circumstances that need to be considered, contact me immediately.

Sincerely,

Supervisor's Name, Title

cc: Personnel File
Personnel Officer